

Effective Date: September 13, 1998

State of Wisconsin
Classification Specification

DEPUTY, COMMISSIONERS OF PUBLIC LANDS

I. INTRODUCTION

Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the single position which functions as the Deputy Secretary, Division of Trust Lands and Investments in the Board of Commissioners of Public Lands. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

II. DEFINITION

DEPUTY, COMMISSIONERS OF PUBLIC LANDS

This is highly responsible administrative and managerial work in the Board of Commissioners of Public Lands, Division of Trust Lands and Investments. The single position allocated to this classification assists and advises the Secretary of the Board of Commissioners of Public Lands on matters concerning agency operations, the forestry, land management and historical records programs; oversees and manages the Trust Fund Loan program; and supervises agency staff in the absence of the Secretary. The Board holds about 80,000 acres of land and the trust funds are valued at over \$350 million.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective September 13, 1998, and announced in Bulletin CC/SC-91 to describe the single position which is designated as deputy secretary, Board of Commissioners of Public Lands, Division of Trust Lands and Investments, as a result of the Professional Program Support Personnel Management Survey. The position was formerly classified as Administrative Officer 1.

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